



THE SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

## **CHARTER**

### **SECRETARY'S COUNCIL ON PUBLIC HEALTH PREPAREDNESS**

#### **Purpose**

Pursuant to Section 319 of the Public Health Service Act, the Secretary of the U.S. Department of Health and Human Services ("Secretary") has determined that a public health emergency exists as a consequence of the terrorist attacks on September 11, 2001. The Secretary's Council on Public Health Preparedness ("Council") will advise the Secretary on appropriate actions to respond to this public health emergency and similar emergencies.

#### **Authority**

Section 319 of the Public Health Service Act (42 U.S.C. § 247d); Section 222 of the Public Health Service Act (42 U.S.C. § 217a).

#### **Function**

The Council shall advise the Secretary regarding steps that the U.S. Department of Health and Human Services ("Department") can take to (1) improve the public health and health care infrastructure to better enable Federal, State, and local governments to respond to a public health emergency and, specifically, a bio-terrorism event; (2) ensure that there are comprehensive contingency plans in place at the Federal, State, and local levels to respond to a public health emergency and, specifically, a bio-terrorism event; and (3) improve public health preparedness at the Federal, State, and local levels.

#### **Structure**

The Council shall consist of not more than 26 members appointed by the Secretary. Members shall be selected from State and local public health agencies, other components of the public health community, academia, and other appropriate stakeholders. The Secretary shall designate one member of the Council to serve as the Chair and one member to serve as the Vice Chair.

Members shall be invited to serve for overlapping four year terms. Terms for more than two years are contingent upon the renewal of the Committee by appropriate action prior to its termination. Members shall serve after the expiration of their terms until the oath of office has been administered to their successor.

Secretary's Council on Public Health Preparedness

Subcommittees composed of members of the Council shall be established, as deemed necessary, to perform specific functions within the jurisdiction of the Council. The Department Committee Management Officer will be notified upon establishment of each subcommittee and will be provided information regarding its name, function, and estimated frequency of meetings.

The Office of the Assistant Secretary for Public Health Emergency Preparedness shall provide management and administrative oversight to support the activities of the Council.

### **Meetings**

Meetings shall be held at a minimum three times per year at the call of the Chair with the advance approval of the Deputy Secretary, who shall approve the agenda. A Federal government official shall be present at all meetings.

Meetings shall be open to the public except as determined otherwise by the Secretary or other official to whom the authority has been delegated.

Meetings shall be conducted and records of proceedings kept, as required by applicable laws and Department regulations.

### **Compensation**

Members shall be paid at a rate of \$188.00 per day, plus per diem and travel expenses in accordance with the Federal Travel Regulations.

### **Annual Cost Estimate**

Estimated annual costs for operating the Council, including compensation and travel expenses for members, is \$285,648.00. The estimate of annual person years of staff support required is two at an annual estimated cost of \$39,790.00.

### **Reports**

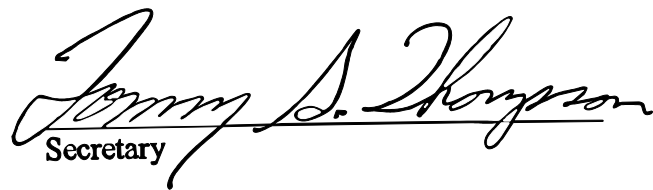
In the event a portion of the meeting is closed to the public, a report shall be prepared which shall contain, as a minimum, a list of members and their business addresses, the Committee's function, dates, and places of meetings, and a summary of committee activities during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

**Termination Date**

Unless renewed by appropriate action prior to its expiration, the Charter of the Secretary's Council on Public Health Preparedness will expire on October 22, 2005.

OCT 20 2003

Date

  
Secretary